

**AMENDMENT NO. 1  
TO THE  
PROFESSIONAL ARCHITECT/ENGINEERING SERVICES  
CONTRACT FOR DEFERRED MAINTENANCE - TEXAS COMMISSION ON  
ENVIRONMENTAL QUALITY AND PROMONTORY POINT  
BETWEEN  
THE TEXAS FACILITIES COMMISSION  
AND  
STANLEY CONSULTANTS, INC.**

**THIS AMENDMENT NO. 1** to the Professional Architectural/Engineering Services Agreement (hereinafter referred to as “Amendment No. 1”) is entered into by and between the **Texas Facilities Commission** (hereinafter referred to as “TFC”), a state agency located at 1711 San Jacinto Boulevard, Austin, Texas 78701, as Owner (as defined in UGC, Section 1.28), and **Stanley Consultants, Inc.** (hereinafter referred to as “Architect/Engineer” or “A/E”), located at 6836 Austin Center Boulevard, Suite 350, Austin, Texas 78731 (hereinafter referred to collectively as the “Parties”), to amend the original Agreement between the Parties.

**RECITALS**

WHEREAS, on June 9, 2020, the Parties entered into that one certain *Professional Services Architectural/Engineering Services Agreement Between the Texas Facilities Commission and Stanley Consultants, Inc.* known as TFC Contract No. 20-081-000 (hereinafter referred to as the “Agreement”); and

WHEREAS, the Parties now desire to amend the Agreement to provide for Additional Services and Fees;

NOW THEREFORE, the Parties hereby agree as follows:

1. Unless clearly provided otherwise herein, all terms and phrases in initial caps herein shall have the same meaning as the terms and phrases with initial caps in the Agreement.
2. Article II, Scope of Services, Section 2.1, Scope of Services is amended to include Additional Services, including geotechnical investigation and design services, for the Texas Commission on Environmental Quality’s Park 35 Buildings A, B and D, as more specifically set forth in A/E’s Proposal dated April 14, 2021, attached hereto and incorporated herein as **Exhibit G-1**. **Exhibit G-1** supplements, but does not replace, incorporated Exhibit G, A/E’s Proposal dated May 7, 2020.
3. Article IV, Consideration, Section 4.1, Contract Limit-Fees and Expenses, Subsection 4.1.1, Fixed Fee, is amended to reflect an increase in the amount of Fifty-Five Thousand Four Hundred and No/100 Dollars (\$55,400.00) for the Additional Services addressed in this Amendment No. 1, so that Subsection 4.1.1 reads in its entirety, as follows:

TFC Contract No. 20-081-000  
 Amendment No. 1  
 Stanley Consultants, Inc.  
 Project No. 20-009-5758

4.1.1. Fixed Fee. In exchange for the timely delivery of the Professional Services as specified by this Agreement, A/E shall be paid a fixed fee of One Million Two Hundred Fifty-Five Thousand Four Hundred and No/100 Dollars (\$1,255,400.00). Any Professional Services performed or delivered by A/E prior to the Effective Date of this Agreement or after its termination cannot be compensated.

Except as expressly amended above, all provisions, terms and conditions of the Agreement remain in full force and effect.

**IN WITNESS WHEREOF**, the Parties hereto have made and executed this Amendment No. 1 to be effective as of the date of the last Party to sign it.

**TEXAS FACILITIES COMMISSION**

**STANLEY CONSULTANTS, INC.**

By:   
DocuSigned by: Mike Novak, Executive Director

By:   
DocuSigned by: Jesse Cabrera, Business Development Manager

Mike Novak

Jesse Cabrera

Executive Director

Business Development Manager

Date of execution: 05/24/2021 | 5:25 AM CDT

Date of execution: 05/24/2021 | 5:05 AM CDT

PM 

Dir 

DED 

DGC 

TFC Contract No. 20-081-000  
Amendment No. 1  
Stanley Consultants, Inc.  
Project No. 20-009-5758

## **EXHIBIT G-1**



**STANLEYCONSULTANTS, Inc**6836 Austin Center Boulevard > Suite 350 > Austin, TX 78731  
512.427.3600 > stanleyconsultants.com

April 14, 2021

Mr. Joshua Porosky  
Project Manager  
Texas Facilities Commission  
Facilities Design & Construction  
1711 San Jacinto Boulevard Austin, Texas 78701

**RE: Additional Services Proposal for Professional Engineering Services for Deferred Maintenance Project in Six State Buildings in Austin (TFC Project #20-009-5758)- Revision 0**

Dear Mr. Porosky:

Stanley Consultants appreciates the opportunity to submit this proposal for additional professional Architectural/Engineering (A/E) services on the above referenced project. As requested, this proposal has been developed for **Phase 2: Design/Construction Administration Services** under a single Construction Manager-at-Risk (CMAR), collectively known as the **PROJECT**. In any case, it is Stanley Consultants' understanding that the terms and conditions of this project assignment agreement will be defined by the standard form of Texas Facilities Commission's (TFC) Professional Architectural/Engineering Services Agreement.

### **PROJECT SCOPE OF WORK**

TFC requested Stanley Consultants and its subconsultants perform additional professional A/E services at TCEQ Park 35 Campus as follows:

- **Buildings A & E:** Perform two (2) geotechnical borings to a depth of 25 feet. One boring at Building A near the proposed external stairwell location and a second boring at Building E near the proposed external stairwell location. Perform required laboratory testing and prepare a geotechnical report. Revise the structural stairwell foundation designs based on the geotechnical report.
- **Building B:** Replace the existing lay-in tile ceiling with a gypsum board hard ceiling and provide a gypsum board chase from the new ceiling to the existing roof hatch. Provide services to address required changes to architectural finishes, electrical systems, lighting systems, mechanical / HVAC systems, fire alarm and sprinkler devices in the room.
- **Building D:** Replace the existing wet pipe sprinkler system in Room 100-17 with a dry sprinkler system. Provide services to remove the existing wet pipe sprinkler system, design the new dry pipe sprinkler system, and modifications to the fire alarm system to monitor the new dry pipe sprinkler system. Additionally, provide services to address required modifications / changes to architectural finishes, electrical systems, mechanical / HVAC system devices.

Upon written authorization from TFC to proceed with the PROJECT, Stanley Consultants, and its subconsultants, (CONSULTANT) shall perform Basic Services as follows:

### **PHASE 2 – DESIGN AND CONSTRUCTION ADMINISTRATION**

1. Construction Documents: Prepare Construction Documents to address the above Scope of Work services for the TCEQ Park 35 Campus as noted above. Submit 90% Construction



Mr. Josh Porosky  
Proposal for Additional Professional A/E Services for DM Projects for Park 35 Complex  
and Promontory Point (Project No. 20-009-5758)  
April 14, 2021  
Revision 0

Documents, 100% Construction Documents, and sealed documents to the Client. The design documents will be submitted in 2D AutoCAD and PDF.

2. Construction Phase Services: Upon written authorization from TFC to proceed with the Construction Services, the CONSULTANT shall perform the following Services.
  - a. Shop Drawings and Samples. Review or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with information given in Contract Documents and compatibility with design concept of completed PROJECT as a functioning whole as indicated in Contract Documents. Such reviews or other action will not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions and programs incident thereto.
  - b. Inspections and Tests. Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or Contract Documents. CONSULTANT's review of such certificates will be for purpose of determining that results certified indicate compliance with Contract Documents and will not constitute an independent evaluation that content or procedures of such inspections, tests, or approvals comply with requirements of Contract Documents. CONSULTANT shall be entitled to rely on results of such tests.
  - c. Record Documents. Furnish one electronic copy of Record Documents to TFC based on CONTRACTOR as-built drawings transmitted to CONSULTANT. CONTRACTOR as-built drawings shall be furnished to CONSULTANT in CAD format as required by the Specifications.

## A/E TEAM

Based on the information available at the time, Stanley Consultants is proposing an A/E team consisting of the following subconsultant firms:

Firm Name	Discipline(s)
Casabella Architects	Architectural
Wiss, Janney, Elstner Associates, Inc.	Fire Protection/Life Safety
Holt Engineering, Inc.	Geotechnical

Professional disciplines could potentially be added or removed based on the final assessment scope of work as authorized by the TFC Project Manager.

## PROPOSAL EXCLUSIONS

It is CONSULTANT's understanding that the following items are not currently requested, applicable, or expected to be provided by the design team. Should TFC determine that additional scope related to these items would be required as part of the assessment deliverables, the additional scope may be considered as additional services.

1. Development of as-built floor plans and/or backgrounds for architectural, structural, civil and MEP systems is not included. CONSULTANT assumes that record drawings and CAD backgrounds will be provided to the A/E team by TFC (as available) and will reasonably represent the existing conditions for the various disciplines. If significant discrepancies are identified between TFC's record documents and the existing building conditions, or if record documents do not exist in any form, the A/E team will advise TFC.
2. A/E shall have no responsibility for the discovery, presence, handling, removal, or disposal of or exposure of persons to hazardous materials in any form at the PROJECT site(s),



Mr. Josh Porosky  
Proposal for Additional Professional A/E Services for DM Projects for Park 35 Complex  
and Promontory Point (Project No. 20-009-5758)  
April 14, 2021  
Revision 0

including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB), or other toxic substances.

3. All normal in-house expenses necessary for the work have been incorporated into the fee.
4. The proposed fee is a lump sum for the proposed scope of work.

## COMPENSATION

CONSULTANT proposes to perform the professional services for this PROJECT, as described above for a **Fixed Fee of \$55,400.00 (Fifty-Five Thousand Four Hundred Dollars)**, inclusive of all administrative and professional time and ordinary expenses for all parties to complete the work.

## PROJECT SCHEDULE

We request a **three (3) week extension** to the 90% CD design schedule.

## ADDITIONAL SERVICES

The following Additional Services are not included in Basic Services and are at TFC's option. These services, if exercised by TFC and agreed to by CONSULTANT, shall be paid for in addition to compensation for Basic Services. CONSULTANT is not authorized to proceed with performance of any Additional Services unless they are duly authorized, in writing, by TFC.

1. Preparation of applications and supporting documents for private or governmental grants, loans or advances in connection with Project; preparation or review of environmental assessments and impact statements; review and evaluation of effects on design requirements for Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over anticipated environmental impact of Project by the preparation of technical data for TFC's use in obtaining the required approvals.
2. Development of opinion of probable construction costs. Cost estimation services will be provided by CMAR.
3. Performing complex energy modeling, other than basic energy efficiency comparisons involving magnitude of costs and life expectancies.
4. Performing electrical power coordination studies other than for facilities noted above.
5. No electrical infrared (imaging) inspections will be performed during design to detect system overloads, loose defective components, and/or damaged switchgear.
6. Performing topographic surveys, hydrographic surveys, property surveys, right-of-way surveys, easement surveys, or utility mapping of Project site.
7. Services resulting from significant changes in scope, extent or character of portions of Project including, but not limited to, changes in size, complexity, TFC's schedule, or method of financing, and revising previously accepted studies and reports when such revisions are required by changes in Laws and Regulations enacted subsequent to effective date of this Agreement, or are due to any other causes beyond CONSULTANT's control.
8. Services required as a result of TFC's providing incomplete or incorrect Project information on which CONSULTANT had previously relied.
9. Undertaking investigations and studies including, but not limited to, detailed consideration of operations, maintenance and overhead expenses; preparation of feasibility studies; cash flow and economic evaluation; rate schedules and appraisals; evaluating processes available for licensing, and assisting TFC in obtaining process licensing by preparation of technical process data for use by TFC; and attendance with TFC to regulatory agency meetings.
10. Services requiring out-of-town travel by CONSULTANT to third-party site other than visits to Project site or TFC's office.
11. Services required to hold additional review meetings or provide additional copies of deliverables, over and above the numbers listed under Basic Services.
12. Preparing to serve or serving as a consultant or witness for TFC in any litigation, arbitration, or other dispute resolution process related to Project.



Proposal for Additional Professional A/E Services for DM Projects for Park 35 Complex  
and Promontory Point (Project No. 20-009-5758)

Mr. Josh Porosky

April 14, 2021

Revision 0

13. Conducting rate studies.
14. Services requiring rebidding of Work for reasons beyond control of CONSULTANT.
15. Preparing additional Bidding Documents for alternate bids or prices requested by TFC for Work or a portion thereof.
16. Assisting TFC in connection with Bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
17. Preparing to serve or serving as a consultant or witness for TFC in any litigation, arbitration, or other dispute resolution process related to Project.
18. Providing assistance in resolving any Hazardous Environmental Condition encountered during construction in compliance with current Laws and Regulations.
19. Additional or extended services during construction made necessary by (1) emergencies or acts of God endangering the work; (2) an occurrence of a Hazardous Environmental Condition; (3) Work damaged by fire or other cause during construction; (4) significant amount of defective, neglected, or delayed work by Contractor; (5) acceleration of progress schedule involving services beyond normal working hours; or (6) default by Contractor.
20. Services required to plan, design, and specify products, and/or systems that achieve energy and environmental performance expectations of the U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) Certification or other certification.
21. Services required to plan, design, and specify requirements, products, and/or systems that achieve the economic, environmental, and social sustainability performance expectations of the Institute for Sustainable Infrastructure (ISI) ENVISION™ sustainable infrastructure rating system and/or other crediting or certification programs.

Again, thank you for this opportunity to work with Texas Facilities Commission. Please feel free to contact me at your earliest opportunity should you have any questions or require any additional information. We look forward to a successful project!

Sincerely,

Stanley Consultants, Inc.

Jesse Cabrera, P.E.  
Business Development Manager

cc: Gayle Davis, P.E., CxA

**TFC P35 & PP Additional Services #01: Fee / Hours Breakdown**

<b>Description</b>	<b>Hours</b>	<b>Fee</b>	<b>SubCon</b>	<b>Expenses</b>	<b>Total</b>
<b>AE Services Park 35 Complex</b>	<b>188</b>	<b>\$ 32,354</b>	<b>\$ 22,525</b>	<b>\$ 521</b>	<b>\$ 55,400</b>
<b>Phase 2 Design 90% CDS</b>	<b>188</b>	<b>\$ 32,354</b>			
Structural	32	\$ 8,727			
Electrical	32	\$ 5,848			
Mechanical	32	\$ 5,024			
Graphics	64	\$ 7,168			
QAQC	4	\$ 1,351			
Project Management	24	\$ 4,236			
<b>Subconsultants</b>			<b>\$ 22,525</b>		
Casabella			\$ 5,050		
WJE			\$ 4,920		
Holt Engineering			\$ 12,555		
<b>Expenses</b>				<b>\$ 521</b>	



April 13, 2021

Mr. Gayle Davis, P.E.  
Stanley Consultants  
6836 Austin Center Blvd, Suite 350  
Austin, Texas 78731



**Referenced: Deferred Maintenance Project in 6 State Buildings (TFC Prj. #20-009-5758)  
Fee Proposal for Additional Architectural Design Services**

Dear Mr. Davis:

We appreciate the opportunity to submit this proposal to provide professional design services for the above referenced project. This proposal is based on the Scope of Work (SOW) emailed on April 8, 2021.

**SCOPE OF WORK**

This proposal has been developed to include Design and Construction Administration Services for the following SOW:

**Park 35 - Building D**

- Change the wet pipe sprinkler system in Room 100-17 to a dry pipe sprinkler system
- Room modifications to install dry pipe valve and air compressor, including wall penetrations and ceiling system

**Park 35 - Building B**

- Replace existing lay-in ceiling in Room 242 with new gypsum board hard ceiling
- Design new gypboard chase from new ceiling to existing roof hatch

**FEE**

We propose a lump-sum fee amount \$5,050.00 to perform the above mentioned. Our fee will be invoiced monthly, based on percentage of completion of work. Additional reimbursable expenses are not anticipated.

Please do not hesitate to give us a call if you have any questions or need additional information. Thank you very much for considering our proposal and look forward to working with you on this project.

With warmest regards,

A handwritten signature in black ink, appearing to read 'Jaime Palomo', with a large circular flourish at the beginning.

Jaime Palomo, AIA  
Principal

---

GEOTECHNICAL ENGINEERING  
DRILLING & SAMPLING  
FOUNDATION DESIGN



---

CONSTRUCTION INSPECTION  
LABORATORY TESTING  
MATERIALS TESTING

13 April 2021

Stanley Consultants, Inc.  
6836 Austin Center Boulevard, Suite 350  
Austin, Texas 78731

Attn: Mr. Gayle Davis, P.E.

Re: Texas Facility Commission Park 35 Staircases  
Park 35 Circle  
Austin, Texas

Dear Mr. Davis:

As per your request, we are providing a cost estimate for performing a Geotechnical Investigation for the above referenced project. The purpose of the investigation is to determine subsurface soil and groundwater conditions at the site and obtain samples for laboratory testing in order to provide foundation recommendations including MFAD and L-Pile design criteria. It is our understanding the project consists of installation two exterior steel staircases supported on drilled concrete piers.

The fees for our services will follow Holt's City of Austin Approved Rates 4/4/2020 through 4/3/2021.

#### SCOPE OF SERVICES

Our scope of services generally follows the email dated 8 April 2021. The scope of our services will include:

1. Holt will layout and coordinate all boring locations and underground utilities (electrical, water, wastewater, sewer, telephone, and gas) with line locators.
2. All necessary manpower, equipment and materials for drilling, logging and sampling two geotechnical borings at a depth of approximately 25 feet. All bore holes will be sampled using either Shelby tubes or split-spoon samplers. Field logging to include visual classifications and pocket penetrometer tests. Where rock is encountered, cores will be obtained using a Christianson wireline core barrel with an outside core diameter of 1-7/8 inch.
3. The boreholes will be logged in the field by an experienced water well driller familiar with Austin area geology.

Mr. Davis, P.E.  
13 April 2021  
Page 2 of 2

4. Backfilling bore holes in the streets per COA requirements immediately after drilling.
5. Performing in-house laboratory testing consisting of conventional geotechnical tests such as soil classifications, moisture contents, Atterberg limits, grain size analyses, minus 200 sieves, unit weights and unconfined compression testing.
6. A draft and final Geotechnical Report will be issued to include a generalized boring location plan, logs of borings with geologic formations, laboratory test results, and foundation recommendations including MFAD and L-Pile design criteria.

In house QA/QC reviews will be conducted during all phases of the work and on all our deliverables provided. A senior geotechnical engineer or principal engineer will conduct the review on each submittal.

Based on the scope of work outlined above, we have prepared a detailed cost estimate for our services. We guarantee not to exceed \$12,554.58 without your prior written permission. Budgets provided herein may be moved between the various work elements to accommodate the overall project budget. In addition, engineering hours may shift between the various tasks as needed to complete the scope of the project as demands dictate.

An itemized cost estimate is attached. It should be noted, the attached cost estimate is based on our current understanding of the project; a re-evaluation of the cost estimate will be necessary to adjust for scope changes or if conditions differ from those anticipated. This cost does not include construction phase services.

We appreciate the opportunity to offer our services. If we can answer any questions concerning the above, please do not hesitate to call.

Sincerely,

Travis H. Bryant, P.E.  
Project Engineer  
Holt Engineering, Inc.  
TBPE Firm Registration No. F-430

Enc: Itemized Cost Estimate

**TFC Park 35 Staircases**  
13-Apr-2021

Layout Borings:				No.	Total	Price Total
Engineer in Training I	\$148.62	Hr.	4.0			\$594.48
SUBTOTAL						\$594.48

[illegible]

Project Name:

**SUBTOTAL**

**SUBTOTAL**

SUBTOTAL

**\$12,554.58**



Wiss, Janney, Elstner Associates, Inc.

6363 North State Highway 161, Suite 550, Irving, Texas 75038

972.550.7777 tel

Texas Registered Engineering Firm F-0093

www.wje.com

April 9, 2021

Gayle Davis  
Senior Project Manager  
Stanley Consultants  
6836 Austin Center Blvd., Suite 350  
Austin, Texas 78731

**Professional Engineering Services for Deferred Maintenance Project in Six State Buildings  
Additional Services Proposal for Park 35 Buildings B and D**

Austin, Texas

TFC Project #20-009-5758

WJE No. 2020.0946.0

Dear Gayle Davis

Wiss, Janney, Elstner Associates, Inc. (WJE) has prepared this proposal for Stanley Consultants (Client) for the Texas Facilities Commission's Deferred Maintenance Project in Six State Buildings in Austin, Texas. This proposal addresses the additional services request Park 35 Buildings B and D.

**Project Description**

The Texas Facilities Commission (TFC) is requesting architectural/engineering services to repair or replace various fire alarm, fire protection and life safety issues in the following buildings:

- Park 35 Complex Building A (P35A) is 3 stories, 196,302 s.f. and located at 12100 Park 35 Circle, Austin, Texas.
- Park 35 Complex Building B (P35B) is 2 stories, 52,113 s.f. and located at 12124 Park 35 Circle, Austin, Texas.
- Park 35 Complex Building C (P35C) is 3 stories, 79,976 s.f. and located at 12118 North I-35, Austin, Texas.
- Park 35 Complex Building D (P35D) is 2 stories, 54,780 s.f. and located at 12118 North I-35, Austin, Texas.
- Park 35 Complex Building E (P35E) is 2 stories, 47,428 s.f. and located at 12118 Park 35 Circle, Austin, Texas.
- Promontory Point (PROM) is 1 story, 152,225 s.f. and located at 4044 Promontory Point, Austin, Texas.

**RELEVANT CODES**

The following codes and standards pertaining to fire safety and life safety apply to the current project:

- NFPA 101 - *Life Safety Code*, 2018 Edition (NFPA 101).
- NFPA 1 - *National Fire Code*, 2018 edition (NFPA 1).
- NFPA 72 - *National Fire Alarm and Signaling Code*, 2016 edition (NFPA 72).
- NFPA 13 - *Standard for the Installation of Sprinkler Systems*, 2016 edition (NFPA 13).

Gayle Davis  
Stanley Consultants  
April 9, 2021  
**Page 2**

### **Scope of Basic Services**

As part of the scope of basic services, WJE will perform the following:

- Park 35 Complex Building B (P35B)
  - Room 242 - TFC request to replace the existing lay-in tile ceiling with a gypsum board hard ceiling and a gypsum board chase from the new ceiling to the roof hatch. Provide services to address the fire alarm and sprinkler devices in the room.
- Park 35 Complex Building D (P35D).
  - Room 100-17 - TFC requests to provide a dry sprinkler system in the room.
    - Provide services to address removal of the wet pipe sprinkler system and the installation of the new dry pipe sprinkler system.
    - Provide services for the modification to the fire alarm system to monitor the new dry pipe sprinkler system.



Gayle Davis  
Stanley Consultants  
April 9, 2021  
**Page 3**

### Design Services

1. Prepare design drawings to address the fire protection and fire alarm additional services request for Park 35 Buildings B and D. Submit 90% Construction Documents, 100% Construction Documents and sealed documents to the Client.

The design documents will be submitted in 2D AutoCAD and PDF.

### Construction Administration Services

1. Review one complete fire alarm and sprinkler submittal of contractor prepared shop drawings, samples, calculations, and other information from the contractor for conformance with the design concept and compliance with contract documents and code requirements. Submit letter to the Client summarizing the results of the review.
2. Witness the final test / inspection of the completed fire alarm and sprinkler systems and prepare a letter to the Client identifying deficiencies.
3. Review one submittal of fire alarm and sprinkler system as-built documents and operations and maintenance manual
4. Prepare Record Documents based on the Contractor's as-built documents.

### Additional Services

WJE has the ability to provide additional services if necessary, to supplement the above Scope of Basic Services. Additional services require written authorization prior to WJE performing the additional work. Examples of additional services include:

1. Preparation of formal variances and attendance at variance meetings.
2. Meetings with the State Fire Marshal's office.
3. Design of any fire protection systems not listed in the scope of services.
4. Engineering solutions.

### Professional Fee

WJE will perform the above Scope of Basic Services for a fixed fee of \$4,920.00.

The fee for scope of services does not include additional services.

All Additional Services authorized by the Client will be performed on a time and expense basis unless agreed otherwise in advance.

Additional services will be billed at WJE's standard hourly rates, plus expenses for additional services will be billed at cost plus 10%.

WJE's fees shall be paid monthly in proportion to services performed.





Gayle Davis  
Stanley Consultants  
April 9, 2021  
**Page 4**

If the project is canceled prior to completion of WJE's services, WJE's charges will be based upon the actual time expended at the Billing Rates in effect at the time of project cancellation, not to exceed the quoted fee.

#### **Terms and Conditions**

The Terms and Conditions from the contract between WJE and the Client will be extended to this proposal.

We appreciate the opportunity to work with you and your team at Stanley Consultants on this project. Please call with any questions.

Sincerely,

**WISS, JANNEY, ELSTNER ASSOCIATES, INC.**

A handwritten signature in blue ink that reads 'Mark Hayes'.

Mark Hayes, SET